



Co-op Academy
North Manchester

Office Manager

Required to start: September 2018
Salary: Grade 6 (£24,657 to £28,221) pro rata
Working Pattern : 35 hours per week, term time + 10 days
Contract Type: Permanent

We are seeking an exceptional individual who is positive, efficient, innovative and highly organised to fulfil the role of the school office manager. The post holder will be required to manage the administration team in order to promote the effective running of the academy.

Working in a busy environment, you will have outstanding interpersonal skills, exceptional communication and IT skills and be able to deal professionally with all stakeholders including: pupils, visitors, governors, parents/carers and members of the public. You will line manage members of the team and support them to also achieve and maintain excellence across their areas of work. You will enjoy problem solving and have the ability to work independently along with being able to multi-task in a fast paced role, whilst keeping a positive attitude at all times.

Our core co-operative values define us. Every member of staff in our academy follows our 'Ways of Being';

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

And these underpin both our internal and external communications.

We are a large campus set in nine acres of urban woodland and the learning spaces incorporate state of the art ICT, media and performance spaces. This is an exciting opportunity for an inspirational and creative individual to play a crucial role in the Academy and be part of the Co-op Academies Trust, one of the top performing multi-academy Trusts in the country.

Application form, job description and person specification are available from our academy website: <http://www.mcmacademy.coop/vacancies> and from The Co-op Academies Trust website at <http://www.coopacademies.co.uk/work-with-us/vacancies>.

Completed applications should be returned to the Academy by email to jobapplications@mcmacademy.coop by 9am on Monday 17th September 2018

To arrange a visit or for an informal chat, please contact Debbie Hindle on 0161 681 1592 option 2

ADDITIONAL INFORMATION

Co-op North Manchester is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be

required to undertake an Enhanced Disclosure check by the DBS. This post is exempt from the Rehabilitation of Offenders Act 1974.

Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

The Co-operative Academies Trust has a fantastic benefits package including discount gym memberships, childcare vouchers, healthcare packages and co-operative discount offers.

The Co-operative Academies Trust is an aware employer and is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment selection and induction procedures extends to organisations and services linked offers.

If you feel you have the passion and drive and are committed to our vision of excellence, then we look forward to receiving your application.